

COMMERCIAL TRANSPORTATION RESERVATIONS

The standard mode of commercial travel used for temporary duty is air. Rail may be approved by the Administrative Officer (AO) when the cost is cheaper. All reservations for air travel must be made in DTS whenever possible. If it is not possible to use DTS, travelers must call the Contracted Travel Office (CTO) supporting USUHS, currently CWTSato Travel (toll free: 866-480-0659; fax: 703-799-4143). The CTO will charge the cost of a ticket directly to a traveler's Government Travel Credit Card (GTCC).

Transaction fees:

CTO Assist (Traditional/DTS Touch (Call CTO to book reservations): **\$16.00.**

DTS Touchless (Book reservations online through DTS): **\$4.80.**

The University's Centrally Billed Account (CBA) may be used only if the traveler does not have a GTCC or if approved by the University's Travel Card Program Manager, Mr. James Bruce in FMG (tel.: 301-295-3496; e-mail: jbruce@usuhs.mil).

The use of City Pair flights is required unless a flight is not available or the AO approves another government or other commercial fare for mission essential reasons. The AO does not have the authority to approve any fare other than coach class.

Recent changes to the City Pair requirement now allow government travelers to take advantage of any low commercial fare offered by non-contract carriers. However, the airfare must be lower than the City Pair or contract fare offered and must be purchased through the CTO using DTS or calling the CTO directly so that the ticket may be entered into DTS. If the ticket purchased is non-refundable and the TDY is cancelled, the traveler bears the entire cost of the ticket and all associated fees. USUHS is not liable for any unused non-refundable tickets.

Travelers may not use agencies such as Expedia or Priceline to purchase tickets for officially funded travel.

As there are three airports supporting the National Capital Region, an AO may direct a traveler to use the one that would be the most cost effective. This is not mandatory but may be necessitated by budget constraints and is left to the discretion of the AO.

DTS supports the use of a Centrally Billed Account (CBA) for air and rail travel for travelers who do not have a GTCC. The CBA will not be used for travelers with a GTCC.